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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 2200.2C**

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2016[Printable Format \(PDF\)](#)[Request Notification of Change \(NASA Only\)](#)

Subject: Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information (Updated w/change 2, 12/9/14)

Responsible Office: Office of the Chief Information Officer

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Chapter 5. Dissemination of Scientific and Technical Information (STI)

5.1 Purpose

5.1.1 To ensure the widest practicable and appropriate dissemination of the results of NASA STI activities, NASA maintains an electronic and alternative media duplication capability, adheres to printing regulations that direct printing and reproduction procedures, and maintains a variety of distribution mechanisms that ensure easy access to the NASA STI Report Series as well as to other STI-related products and services.

5.2 Responsibilities

5.2.1 General distribution requirements for the NASA STI program shall be determined by the NASA STI Program Director. Other responsibilities follow:

5.2.1.1 Distribution and dissemination requirements for individual publications shall be determined by the author and his or her management in coordination with the general requirements of the NASA STI Program Director.

5.2.1.2 All duplicating or printing, if applicable, of NASA STI shall be performed in accordance with NPD 1490.1.

5.2.1.3 NASA STI Support Services shall be responsible for the primary dissemination of NASA STI, which is done electronically. NASA Centers may elect to also disseminate unclassified and unlimited STI by placing it on their Center Technical Report Server (TRS) after it has undergone a DAA review.

5.2.1.4 Documents on a public Web site shall also meet requirements in NPR 2810.1.

5.2.2 Section [5.6](#) provides a more-detailed discussion of distribution procedures.

5.3 Duplication and Printing

5.3.1 NASA disseminates STI electronically. On occasion, a Center may also require hard-copy duplication or printing. The duplication or printing of publications in the NASA STI Report Series, if a Center elects to do so, shall be accomplished through Center Technical Publications Offices using NASA Headquarters or Center duplicating or copying facilities and/or the GPO, in accordance with NPD 1490.1. Special handling is required for limited or restricted STI.

5.3.2 The dissemination of STI in electronic or alternative media, which may or may not be issued jointly with a print version, in the NASA STI Report Series shall be made in accordance with the standards in Section [2.7](#).

5.4 Archiving of NASA Scientific and Technical Information (STI)

5.4.1 NASA STI that is unlimited and does not have a copyright shall be sent to the NARA in electronic format in accordance with NPR 1441.1.

5.5 Duplication for Secondary Distribution

5.5.1 NASA STI Support Services shall be responsible for subsequent requests for NASA STI. This is called secondary distribution.

5.5.2 NASA STI Support Services shall fulfill requests for STI in electronic formats.

5.6 Dissemination/Distribution of NASA Scientific and Technical Information (STI) Report Series

5.6.1 Information on dissemination and distribution of NASA STI is given in [Appendix E](#).

5.6.2 Authors and approvers shall ensure that a copy of their STI is sent to NASA STI Support Services so that it is included in the NASA dissemination process. Any additional dissemination shall be in accordance with NASA's release requirements, as cited in the references to this NPR.

5.7 FOIA Requests

5.7.1 For FOIA requests, requesters shall follow the Agency FOIA procedure, as specified at <http://www.nasa.gov>.

5.8 Use of Commercial or Nonprofit Publishers

5.8.1 The decision to use commercial or nonprofit publishers (e.g., society and nonprofit publishers) for printing NASA STI shall involve the considerations below.

5.8.1.1 When appropriated funds have been used to create information to be published, printing services shall be provided by GPO.

5.8.1.2 When appropriated funds have been used to create information to be published, the information shall not be made available to a private publisher for initial publication.

5.8.1.3 If appropriated funds have not been used, other factors (e.g., type and content of the publication, audience, statutory requirements, past practice, and distribution to depository libraries) shall be taken into consideration.

5.8.1.4 Both the Office of the General Counsel and the office responsible for the preparation of the work shall be consulted.

5.8.1.5 The contractual arrangement with the publisher would not be a procurement or assistance transaction but rather a Space Act Agreement. (See NPD 1050.1).

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